



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

**Chief Deputy Probate Register/Probate Attorney**  
**Probate Court**  
**Salary: K-10 (A) \$63,793.60/annually**  
**Monday – Friday 8:00 a.m. – 5:00 p.m.**

**Posting: # 008-22**  
**Posted: 01/03/2022**  
**Deadline: Until filled**

## **Responsibilities:**

The Chief Deputy Probate Register/Probate Attorney serves as prescribed by statute and court rule in all capacities.

- In uncontested matters, exercise all legal powers granted to a Probate Register by law, including, but not limited to conducting hearings, determining whether a petitioner or petitioner's attorney has complied with the requirements of law and Supreme Court rules, taking testimony required by law or Supreme Court Rules and issuing orders under the signature of the Judge.
- Set the time and place for hearings; sign notices, citations, and subpoenas; administer oaths, and conduct conferences with fiduciaries as required to ensure prompt administration of estates. Review, analyze and summarize files for pending hearings, trials, pre-trial conferences, motions, and status conferences.
- Participate in the intake and recording of legal documents related to estates, mental commitments, guardianships, conservatorships, wills, and other Probate matters. Assist Probate Court staff with complex case processing problems and issues.
- Interpret and explain policies and procedures for staff, attorneys, the public, clients, and outside agencies; advise appropriate alternative courses of action.
- Research and address legal questions by staff, other courts, attorneys, community mental health agencies, law enforcement regarding probate cases, court policies, and procedures.
- Perform computerized and manual legal research, write prehearing reports, provide recommendations regarding options for judicial action, and draft opinions and orders involving complex legal matters.
- Monitor and analyze new legislation, recent court decisions, court rule changes, and revisions of approved court forms to remain current in applicable fields of law. Provide legal advice to the Probate Judge regarding changes in and interpretation of statutes, case law, and procedures.

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## HUMAN RESOURCES DEPARTMENT

201 West Kalamazoo Avenue | 4<sup>th</sup> Floor | Kalamazoo, MI 49007

Phone: 269.383.8998 | [www.kalcounty.com/hrd](http://www.kalcounty.com/hrd)

- Assist in coordinating courtroom and chamber operations and corresponding the docket to ensure compliance with statutes, case law, administrative orders, chief judge directives, local administrative orders, and court rules.
- Serve as a liaison between the Probate Court and Family Division judges, attorneys, litigants, court personnel, law enforcement agencies, Department of Health and Human Services, Prosecuting Attorney's Office, other organizations, agencies, officials, and the media. Including explaining Office policies and procedures, addressing complaints and service issues, responding to questions about court cases, responding to service requests, and coordinating programs and services.
- Collaborate and engage the community by providing training relevant to Probate matters to outside groups and agencies.

#### **MINIMUM QUALIFICATIONS & EXPERIENCE**

**Education:** Juris Doctorate from an accredited law school and a member in good standing with the Michigan State Bar is required.

**Experience:** Five years of experience practicing law preferred. A thorough understanding of the Michigan court rules and Statutes and experience practicing Probate law is preferred. Key competencies include knowledge of mental health issues, human behavior patterns, and administration. Must have strong verbal and written communications skills, interpersonal relations, analytical, organization, management, telephone, and listening skills

VETERANS: Please provide your joint services transcript with your application.

**Apply online:** <https://www.kalcounty.com/jobs>